

A resume is a tailored marketing document designed to showcase your relevant education, experience and skills.

## Name (14-16pts)

Use your legal name on your resume and keep it consistent with the rest of your brand • Be sure to have an appropriate voicemail set

## Education

University name • Individual college or school's proper name • City and State • Type of Degree • Major & Minor if declared • Graduation Date (Expected Month and Year) • Select courses (if relevant) • G.P.A. (if over 3.0) • Academic Awards if applicable (Dean's/Honors)

## Work Experience

Organization • Your Title (be as descriptive as possible—e.g. • Discuss with your supervisor to adjust “Intern” to “Marketing Intern”) • Geographic Location (City, State or City, Country) • Dates (month, year or semester, year) • Start your bullets with an action verb • Keep your tenses consistent • No periods at the end of your bullet • Quantify impact when possible

## Extracurricular

List clubs, athletics, volunteer positions, community involvement, etc. • If you held a leadership role in these organizations, you can title the section “Leadership Activities” as well • List no more than 3-4 interests and be able to explain in an interview what you do or why you are interested in the subject.

## Volunteer Work

List no more than 3-4 interests and be able to explain in an interview what you do or why you are interested in the subject • Include computer skills, language abilities, and other relevant skills such as research or laboratory • Be careful how you rate your ability in a language; consider fluent, proficient, conversant, familiar, etc. DO NOT EXAGGERATE.

**Sam Cook**  
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### EDUCATION

**Yeshiva University, Sy Syms School of Business Honors Program** New York, NY  
Expected May 2020  
*Bachelor of Science; Finance, Double Minor in Information and Decision Sciences and Management*  
**Overall GPA: 3.81; SAT: 1430/1600**

**Studies Abroad: Yeshiva University S. Daniel Abraham Israel Program** August 2014 – January 2016  
New York, NY  
June 2017  
**Adkins Matchett & Toy**

- Attended a one-week training course in financial modeling, valuation, and accounting
- Constructed public trading / transaction comps, DCFs, LBOs, and financial statement forecasts

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### WORK EXPERIENCE

**Viola Group – Carmel Ventures** Herzliya, Israel  
June 2018 – August 2018  
*Private Equity Summer Analyst*

- Streamlined data algorithms for Carmel Ventures, Viola's \$800M venture capital fund, to automate process of adding new Israeli startup deals and exits
- Computed returns of equity and bridge loan investments in portfolio to gauge effectiveness of a new investment strategy
- Developed market research report on virtual reality segment of Israeli startup ecosystem to be used by the partners when determining where to allocate new investment funds
- Analyzed financials of portfolio companies of Viola Growth, Viola's \$440M growth equity fund, using EBITDA, ARR, and growth rates as the KPIs for the Microsoft Power BI visualization engine
- Prepared and pitched potential co-investors to Carmel's co-founder for a portfolio company's upcoming fundraising round

**Envoy Global Research** New York, NY  
August 2017 – December 2017  
*Part-Time Equity Research Analyst*

- Used extensive due diligence and DCF analysis to propose two investment ideas which were accepted by the manager and returned 86% and 44%, respectively, over six months
- Utilized quantitative screens to uncover undervalued stocks trading at 52-week lows with gross margins above 30%

**Van Biema Value Partners** New York, NY  
June 2017 – August 2017  
*Summer Analyst*

- Performed investment due diligence for an established \$500M fund of funds specializing in emerging value-oriented managers
- Executed quantitative screens focusing on ROIC and ROE on Bloomberg and S&P Capital IQ to narrow investable universe to 30 attractive equity ideas

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### EXTRACURRICULAR ACTIVITIES

**Investment Banking Society** New York, NY  
January 2018 – September 2019  
*President*

- Facilitate mentorship program with students pursuing investment banking positions involving managing alumni relationships, networking events, and providing technical finance training

**TAMID Group** New York, NY  
September 2016 – May 2018  
*Chapter Co-President and Former Associate Fund Manager*

- Co-managed a student run investment fund focused on equity investments and finished in 1st place in National Stock Pitch Competition for the retail sector
- Oversaw a five-member leadership team and sixty members through consulting projects, investment pitches, educational efforts, and fundraising campaigns

**Yeshiva University Investment Club** New York, NY  
September 2016 – May 2018  
*President*

- Began a series of weekly seminars to familiarize club members with value, growth, and momentum style investing and other investing concepts
- Help bring in high-profile fund managers to speak about their experiences in the investment management industry and to network with club members

**The Commentator** New York, NY  
January 2016 – January 2018  
*Senior Editor and Journalist for Business Section*

- Led a team of eight writers to edit, research, and write articles for the official student newspaper of Yeshiva University regarding current market trends, financial market history, and events in the business school

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### VOLUNTEER WORK, SKILLS, AND INTERESTS

**Volunteer Work:** Sharsheret Club Board Member (breast cancer awareness); Yachad Advisor (special needs counselor)  
**Skills:** Microsoft Office Suite; Microsoft Power BI; R; Bloomberg; Capital IQ; Salesforce IQ CRM  
**Interests:** Behavioral Psychology; Reading; Water Polo; Soccer; Seinfeld; RadioHead

## Additional Tips:

- Use a professional e-mail address, either your YU or one that uses your name. Do not use your Hebrew name in your email address and then use a different name on your resume.
- Emphasize different types of information in your 'header' with bolding or italics.
- Be specific with your section headings. Use them to highlight related experience.
- Separate your sections with bold or capitalized headings that stand out.
- Use MM/YYYY format within sections – either as numbers or written out (03/2020 vs. March 2020).
- In general, use 11- or 12-point font in your document. An easy-to-read font is also recommended such as Calibri or Times New Roman.
- Make use of white space. Keep margins balanced and no less than 0.5", don't overcrowd the page. Margins can be adjusted under "Page Layout" if using Microsoft Word. You want your resume to be easy for the recruiter to read.



# Resume Minimum Requirements Checklist

The Career Center's on-line job database, YU CareerLink, enables Yeshiva students to search for and apply to jobs, internships and other opportunities directly through its on-line interface. Students wishing to apply to jobs directly on the system will need to upload a copy of their resume to their YU CareerLink account. For details on how to do so, visit [here](#). Because employer standards are very stringent, and any errors on the resume may lead to an applicant's rejection, all resumes uploaded onto the system are temporarily held in a virtual "Resume Bin" where they are then reviewed by Career Center staff prior to being approved for use on the system. The resumes are examined for any issues, gaps, or errors in content, format and style. Resumes with problems in any of these areas are sent back to the student, with instructions on issues to be fixed or revised. It is ultimately the student's responsibility to ensure that their resume is free of errors, whether formatting, content, layout, or style. Below is a checklist of items students should use to review their own resumes prior to submitting them on-line in order to ensure the greatest likelihood that they will be approved in a timely fashion.

## Layout and Design

- Use a standard font and size for the body that is easy to read (10-12pt)
- NO TYPOS on the resume (TIP: Use spell-check, and read the resume out loud to ensure there are no misused words)
- For undergraduate students, resume does not exceed one page in length
- Style and layout are consistent throughout the resume including consistent use of bullets, bold, italics, underline, hyphens, punctuation, and indentation. (NOTE: Almost 90 % of resumes are first rejected due to inconsistencies in formatting. e.g. Periods at the end of some bullets but not others / different sized dashes in activity dates "-" vs. " - " / Dates or bullets not aligned evenly across sections)
- Margins are no narrower than 1/2 inch

## Contact Information

- First and last name, address, phone number where you can be reached, and professional email address displayed clearly at the top of the page
- Contact Information: street address properly written (83rd St., New York, NY) and apartments written correctly (Apt., City, State)
- Name is 14-16 point font size
- Don't use both parentheses and hyphens in phone number: (201)-267-7777 is wrong; (201) 267-7777 is correct or 201-626-7777 also fine sized dashes in activity dates "-" vs. "- " / Dates or bullets not aligned evenly across sections

## Objective (optional)

- Only included if it enhances the resume by making career goal clearer to the recipient
- Statement is brief and specific, stating interest in the field and/or position

## Education

- Schools attended are listed in reverse chronological order
- Includes full name of the school and/or university (Yeshiva University, Yeshiva College) spelled out and the city and state of its location
- Uses the official degree name (Bachelor of Arts for SCW & YC, Bachelor of Science for SSSB)
- Major, minor, and concentration (if applicable) spelled out
- Includes GPA if it is above a 3.00 listed to the hundredths place.
- Indicates graduation date, anticipated graduation date, or dates attended (if not a degree granting program, i.e. study in Israel)



## RESUME MINIMUM REQUIREMENTS CHECKLIST (cont.)

### Experience

- Presents experience in reverse chronological order (most recent job/position listed first)
- Utilizes heading(s) such as "Relevant Experience," "Related Experience," and/or "Additional Experience" to organize and present most significant experience first. Note: this structure is optional
- Indicates the name, city, and state of each organization or company. Distinguishing markers such as bold, italics, and underline are consistent
- Lists title and start/end dates (month/year or semester/year -used consistently throughout the resume)
- Uses descriptive, bulleted (optional) statements demonstrating skills, accomplishments, and specific responsibilities. Each statement starts with an action verb, not an "I" statement. Full sentences are not used on the resume
- Uses past tense verbs for past experiences and present tense verbs for current experiences

### Honors and Awards (optional)

- Specifies the complete name for each relevant award or honor, the granting organization, and the month/year of receipt

### Activities/Extracurriculars

- Lists the correct name of each organization (does not use acronyms), leadership roles if applicable, and dates of involvement. May also include a brief description of tasks accomplishments using action verbs

### Skills

- Includes a brief list of computer skills such as Word, Excel, PowerPoint, QuickBooks, etc. (note: Power Point is ONE word with two capital "P's"). Only lists computer programs if proficient. MS Office as a skill descriptor is insufficient, specific applications should be listed: i.e. "Microsoft Office: Word, PowerPoint, Excel, Access"
- Lists any languages spoken (other than English) and level of proficiency (Basic, Intermediate, Fluent)
- If applicable, lists laboratory skills or additional field-specific skills

### Additional Information

- Does not include any of the following personal items: photograph, marital status, date of birth, social security number, citizenship status, gender, ethnicity, or religion
- Languages: English NOT listed, level of proficiency with other languages must be specified (Basic, Intermediate, Fluent)
- References not included within the resume. Resume should NOT say "References available upon request."

